

This is a **sample template** that may be used for issuing addenda to RFPs for health and human services (Chapter 103F, HRS). You may use any format. The following information must be included and the amendments must be stated clearly:

- Department/Division/Program issuing the RFP
- RFP number, title, date issued (or other identifying information)
- The number of this addendum
- The purpose of the addendum
- The nature of the amendments
- Purchasing Agency contact person name, phone number, e-mail and address
- A statement indicating whether the proposal submittal deadline is amended.

State of Hawaii  
<Department>  
<Division>  
<Branch/Program/Office>

## **Addendum <Number>**

**<Date Issued>**

**To**

### **Request for Proposals**

**<RFP No.>**  
**<RFP Title>**  
**<Date Issued>**

<Date>

**ADDENDUM NO. < >**

To

**REQUEST FOR PROPOSALS**

**<RFP Title>**

**<RFP No. >**

The <Department>, <Division>, <Branch/Program/Office> is issuing this addendum to <RFP Number>, <RFP Title> for the purposes of:

- ☐ Responding to questions that arose at the orientation meeting of <Date> and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☐ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☐ is amended to <new date>.
- ☐ is not amended.
- ☐ for Final Revised Proposals is <date>.

Attached is (are):

- ☐ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☐ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact:

<Contact person's name>

<Contact phone>

<Contact e-mail address>

<Contact address>

Responses to Question Raised by Applicants  
For <RFP No.> <RFP Title>

**1.**     <Question>

          <Response>

**2.**     <Question>

          <Response>

<RFP No.> <RFP Title> is amended as follows:

***Subsection    Page***

**Section 1, Administrative Overview**

XVIII	1-8	The mailing address of the procurement officer is changed to:
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**Section 2, Service Specifications**

I (D)	2-3	In addition to the geographic areas listed, please add Ka'au on the island of Hawaii.
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**Section 3, Proposal Application Instructions**

V (A)	3-7	Budget Form SPO-H 205B, Organization-wide Budget by Programs is <b>not</b> required. Special instructions for Form SPOH 205B are deleted.
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**Section 4, Proposal Evaluation**

No Changes

**Section 5, Attachments**

Table B	Table B, Service Activities, is amended as follows: Item #1 has been revised to indicate that the # of medically complex foster homes licensed/re-licensed including respite homes is 9. Item #2 has been revised to indicate that the # of special care foster homes licensed/re-licensed including interim homes is 4. Item #3 has been revised to indicate that the number of interim foster homes licensed/re-licensed for 2 beds each is 2. The revised Table B (Dated m/yy) is enclosed. Delete the old Table B and insert the new Table B.
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Request for Final Revised Proposals  
For RFP <number> <title>

Purpose of the request for final revised proposals:

Sections that may be submitted:

Procedure for submission final revised proposals:

- ☐ Procedure for submission is the same as the procedure for the original proposals as defined in: <section>
- ☐ Procedure for submission of final revised proposals is as follows:

Note:

- Only the section or sections of each applicant's last proposal that are amended shall be submitted.
- If no final revised proposal is submitted, the applicant's last proposal shall be deemed to be the applicant's final revised proposal.